

Policy 1.3

| | | | | |
|-------------------------------------|-----------------------------|----------------------------------------------|-----------------------------------|---------|
| POLICY TITLE: | POLICY PROMULGATION | POLICY #1.3 | ADAPTED FROM | |
| Topic Area: | GENERAL MANAGEMENT | Page 1 of 3 | REVIEW DATES | |
| Applies to: | All CMHSP Programs | ISSUED BY: Chief Executive Officer | 9/18/14 | 2/12/20 |
| Review Cycle: | Annually | | 12/16/21 | 1/25/23 |
| Developed and Maintained by: | LRE Chief Executive Officer | | 1/10/25 | |
| Supersedes: | N/A | | | |
| | | APPROVED BY: LRE CEO | | |
| | | Effective Date: 9/18/14 | Revised Date: 1/10/2025 | |

I. PURPOSE

To provide standards and guidelines for the development, review, approval and publishing of Lakeshore Regional Entity (LRE) policies. LRE develops and maintains policies and procedures to support achievement of the organization's Mission, Vision and Values; to meet the changing needs of LRE; to achieve compliance with applicable laws, rules, and funding requirements and to assure responsiveness to customer/stakeholder needs.

The Board has authorized the Chief Executive Officer (CEO) to develop policies necessary to carry out the mission of the organization and to accomplish the objectives established by the Board. Policies shall be easy to understand, communicated broadly, and enforceable.

Procedures are established by LRE staff/designees to assure effective and efficient implementation of approved policies and business practices. Procedures may be developed in consultation with Community Mental Health Service Programs (CMHSP) Members as appropriate.

II. POLICY

It shall be the policy of the Lakeshore Regional Entity (LRE) that all policies will be developed, reviewed, and revised in accordance with the following:

- A. The CEO or designee shall manage the development and periodic review of policies and procedures. The policy and procedure promulgation process shall be a collaborative effort inclusive of CMHSP Participants as appropriate. Policy review shall be facilitated by a designated subject matter expert (SME) with review and feedback through appropriate councils and committees. A compliance and/or legal review shall be conducted as necessary.
- B. Policies and Procedures shall be developed, maintained, organized, and approved in a consistent, easily accessible format using the LRE approved Policy and Procedure Templates using the following formatting:

1. Calibri (Body), 12-point font; bold for headings
2. One-inch margins on all sides
3. Paragraphs are left justified (i.e., left aligned with a ragged right edge)
4. Single spacing for paragraphs
5. Use position titles (e.g., Chief Executive Officer/CEO) rather than names
6. Acronyms should be used only after the full compound terms have been written out

C. Policy Development and Approval:

1. Policies shall be developed by the responsible LRE staff and subject matter expert(s);
2. Policies are forwarded to appropriate councils, committees and/or ROATS for feedback
 - a. Operational Policies are approved by the Chief Executive Officer (or designee).
 - b. Board Policies and other policies as required by the Treasury Department and/or state statute and all revisions to Board Policies are approved by the Board of Directors.
3. Upon approval, LRE policies are in effect unless a specific date on which they become effective is noted.
4. Policies shall be reviewed annually.

D. Procedure Development

LRE SME shall maintain operating procedures as needed to operationalize the requirements of approved policies. Procedures shall be reviewed annually and approved by the CEO or designee. Procedures will be available on the LRE website with the associated policy.

III. APPLICABILITY AND RESPONSIBILITY

This policy applies to all LRE staff and operations.

IV. MONITORING AND REVIEW

This policy will be monitored by and reviewed by the Chief Executive Officer.

V. DEFINITIONS

N/A

VI. RELATED POLICIES AND PROCEDURES

- A. 1.3a Policy Promulgation
- B. 1.3b Annual Policy Review

VII. REFERENCES/LEGAL AUTHORITY

N/A

VIII. CHANGE LOG

| Date of Change | Description of Change | Responsible Party |
|-----------------------|--------------------------------------------------------------|--------------------------|
| 9/18/2014 | New Policy | Chief Executive Officer |
| 2/12/2020 | Annual Review | Chief Executive Officer |
| 2021 | Language additions/changes | Chief Executive Officer |
| 1/25/2023 | Updated Policy Approval Process and Organizational Procedure | Chief Operating Officer |
| 1/10/2025 | Updated language - minimal | CEO |
| | | |